

DELAWARE TOWNSHIP BOARD OF AUDITORS
Meeting Minutes **February 20, 2016**
Meeting held at Delaware Township - Emergency Management Bldg.
116 Wilson Hill Road, Dingmans Ferry, PA

Called to order at 10:35am

Pledge of allegiance

Roll call - Present were Dennis Lee, Jane Neufeld, Cody Smith

Motion to Dispense reading of meeting minutes January 5, 2016:

Made by Cody Smith, Second by Jane Neufeld. All Aye.

Motion for Approval of meeting minutes of January 5, 2016

Made by Jane Neufeld, Second by Cody Smith. All Aye.

Public Questions/Comments? - None

OLD BUSINESS

Chairperson Lee announced that an Executive Meeting of the Board of Auditors was held February 13, 2016 for the purpose of discussing litigation.

The Board of Auditors of Delaware Township now wishes to state that there will be no further action on the Auditors' lawsuit or on the appeal to the Commonwealth Court of Pennsylvania.

The Board of Auditors of Delaware Township is now informing Delaware Township that there are no outstanding payments due to the Auditors' Solicitor, and there will be no further consultations of the Auditors' Solicitor in this matter that would incur any further payments needing to be paid.

NEW BUSINESS

Township Treasurer's and Assistant Treasurer bonds:

Ms. Neufeld reported that copies of the 2016 bonds for Delaware Township Treasurer and Assistant Treasurer were received.

Ms. Neufeld presented the following (all attached):

Second Class Township Code Article VII (Township Treasurer)...specifically Sections 702, 703, and 704.

A summary of "All Funds Balances" from all township Treasurer Reports at public meetings in 2013, 2014, and 2015.

Page 15 from the PA Township Supervisors Handbook "IV. Executive Role: Personnel, Boards, and Commissions"

Printout of "Understanding Public Official Bonds"

Copies of three news articles re: Lackawaxen Twp. "scandal" in 2014.

A letter prepared by Ms. Neufeld that she proposes be sent to the Township Board of Supervisors.

Ms. Neufeld reported that Delaware Township is not in compliance with the 2nd Class Code in three instances:

(1) Our township has an incorrect and insufficient amount for the Treasurer's bond

(2) The Assistant Treasurer is doing most of the work described as Treasurer "duties"

(3) The Assistant Treasurer needs to be bonded in the same amount as the Treasurer.

After discussion, a motion was made by Jane Neufeld, and Seconded by Cody Smith to accept the letter written and presented by Ms. Neufeld, and to deliver that letter to the Township Supervisors. All voted aye. (attached)

Public Comments? - none

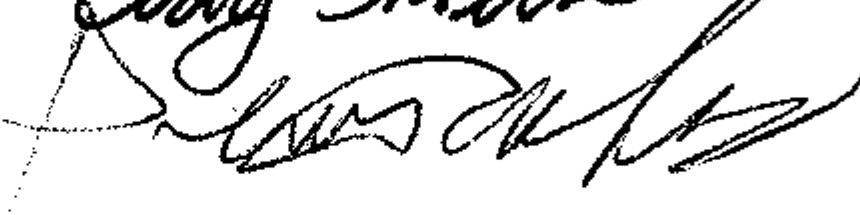
Motion to adjourn made by Cody Smith, seconded by Jane Neufeld. All aye.

Meeting adjourned at 11:05am

Jane E. Neufeld

Feb. 20, 2016

Del. Twp. Bd of Auditors
meeting

1. Jane E Newfeld
2. Cody Smith
3. 
- 4.
- 5.

January 6, 2016

To: Delaware Township Board of Supervisors
From: Delaware Township Board of Auditors

1. The following are the Board of Auditor officers for 2016:

Dennis Lee, Chair

Jane Neufeld, Secretary

2. At earliest opportunity, we would like to have copies of the Bonds for the township Treasurer and Assistant Treasurer.

3. Would you please advertise that:

The Board of Auditors meetings in 2016 will be held, as needed, on the 3rd (third) Saturday of each month at 10:30am, beginning in the month of February, 2016.

Thank you,

Jane E. Neufeld, secretary for 2016 Board of Auditors



Travelers Casualty and Surety Company of America
Hartford, Connecticut 06183

RENEWAL CERTIFICATE FOR THE H.A. THOMSON PUBLIC OFFICIAL PROGRAM

In consideration of \$3,896 renewal premium, and to be attached to and form part of Bond No. 004S105389982BCM* issued on behalf of THOMAS M. RYAN, as Principal, and in favor of DELAWARE TOWNSHIP, PIKE COUNTY, as Obligee.

It is agreed that:

The surety hereby gives its consent to the change of the Bond Term

from January 4, 2016

to January 3, 2017

Nothing in this Certificate is intended to alter or modify any other terms of Bond No. 004S105389982BCM as originally stated.

Signed, sealed and dated this 8th day of September, 2015.

By _____

Attorney-in-Fact

I hereby consent to the above.

Witness my hand and seal this _____ day of _____,

(Seal)
Principal

INSTRUCTIONS TO AGENTS - IMPORTANT

Do not deliver this certificate to the Obligee until it has been dated and signed by the Principal.

* The limit of liability in the amount of \$2,800,000 is unchanged by this Renewal Certificate.

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Underwriters, Inc., St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

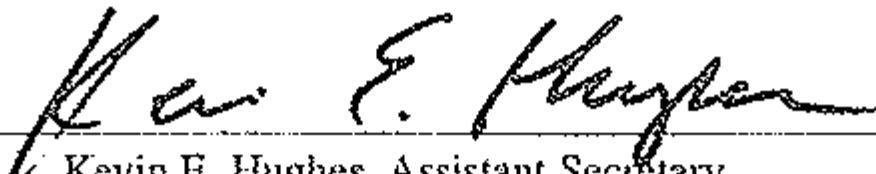
FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, Kevin E. Hughes, the undersigned, Assistant Secretary, of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Underwriters, Inc., St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 8th day of September, 20 15.


Kevin E. Hughes, Assistant Secretary



To verify the authenticity of this Power of Attorney, call 1-800-421-3880 or contact us at www.travelersbond.com. Please refer to the Attorney-In-Fact number, the above-named individuals and the details of the bond to which the power is attached.



POWER OF ATTORNEY

Farmington Casualty Company
Fidelity and Guaranty Insurance Company
Fidelity and Guaranty Insurance Underwriters, Inc.
St. Paul Fire and Marine Insurance Company
St. Paul Guardian Insurance Company

St. Paul Mercury Insurance Company
Travelers Casualty and Surety Company
Travelers Casualty and Surety Company of America
United States Fidelity and Guaranty Company

Attorney-In Fact No. 229265

Certificate No. 006462653

KNOW ALL MEN BY THESE PRESENTS: That Farmington Casualty Company, St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company are corporations duly organized under the laws of the State of Connecticut, that Fidelity and Guaranty Insurance Company is a corporation duly organized under the laws of the State of Iowa, and that Fidelity and Guaranty Insurance Underwriters, Inc., is a corporation duly organized under the laws of the State of Wisconsin (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint

Mark A. Citrone, Jason Hesselthaler, Dorothy E. Trefz, Stacey N. Miller, Susan R. Batdorf, Alexander P. Notaristefano, Ryan Moran, James J. Marcinkus, Anthony A. Destra, Cindy Li, Jessica Marcinkus, Jennifer L. Richards, Andrew J. Brumbach, Jeanne M. Rock, Angela McBride, Scott Struthers, Douglas L. White, Jr., Mark J. DeVito, Tyler Jorich, Michael Craig, Alan Bond, Edward Bollen, Tiffany Parker, Jamie Walters, Ryan Richardson, and Joseph Zelez.

of the City of Blue Bell, State of Pennsylvania, their true and lawful Attorney(s)-in-Fact, each in their separate capacity if more than one is named above, to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed and their corporate seals to be hereto affixed, this 1st day of September, 2015.

Farmington Casualty Company
Fidelity and Guaranty Insurance Company
Fidelity and Guaranty Insurance Underwriters, Inc.
St. Paul Fire and Marine Insurance Company
St. Paul Guardian Insurance Company

St. Paul Mercury Insurance Company
Travelers Casualty and Surety Company
Travelers Casualty and Surety Company of America
United States Fidelity and Guaranty Company



State of Connecticut
City of Hartford ss.

By:

Robert L. Raney, Senior Vice President

On this the 1st day of September, 2015, before me personally appeared Robert L. Raney, who acknowledged himself to be the Senior Vice President of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Underwriters, Inc., St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

In Witness Whereof, I hereunto set my hand and official seal.
My Commission expires the 30th day of June, 2016.



Marie C. Tetreault
Marie C. Tetreault, Notary Public

Bond No. 98 BC Y977 7



OFFICIAL BOND AND OATH
STATE FARM FIRE AND CASUALTY COMPANY
BLOOMINGTON, ILLINOIS

KNOW ALL PERSONS BY THESE PRESENTS:

That we, KRISTA PREDMORE of _____
Principal

116 WILSON HILL RD DINGMANS FRY PA 18328
Street Address City State zip

as Principal, and STATE FARM FIRE AND CASUALTY COMPANY of Bloomington, Illinois, as surety, are held and firmly bound unto DELAWARE TOWNSHIP

in the penal sum of ONE HUNDRED THOUSAND AND NO/100 Dollars

(\$ 100,000.00), for the payment of which, well and truly to be made, we do hereby severally bind ourselves, our heirs, executors, administrators, successors, and assigns, firmly by these presents.

Sealed with our Seals, and dated this 30TH day of OCTOBER, 2015.

THE CONDITION OF THIS OBLIGATION ARE SUCH, that, Whereas, the said Principal has been elected or appointed to the office of Township Administrator and Assistant Treasurer for a term of ONE YEAR beginning on JANUARY 1, 2016 and ending on DECEMBER 31, 2016.

NOW, THEREFORE, if the said Principal shall well, truly and faithfully perform all official duties required by law of such official during the term aforesaid, the principal and the Surety hereby agreeing that if said bond is required by any statute, all the provisions of such statute are hereby made a part of this bond, then this obligation shall be void, otherwise to remain in full force and effect.

Krista Predmore
Principal

STATE FARM FIRE AND CASUALTY COMPANY

By: Julie Lehman
Attorney-in-fact



The within bond and the Surety thereon are hereby approved this _____ day of _____.

Power of Attorney

STATE FARM FIRE AND CASUALTY COMPANY

KNOW ALL PERSONS BY THESE PRESENTS: That STATE FARM FIRE AND CASUALTY COMPANY, an Illinois corporation, with its principal office in Bloomington, Illinois, does hereby constitute and appoint: Eugina Brant, Amanda J. Clifton, Ceola Campbell, Pamela Chancellor, Julie Fehrman, Kim Filter, Mark Fink, Julie Freed, Matthew J. Gibbons, Jay W. Hendren, John R. Horton, Jerry Jacek, Cynthia Johnson, Susan K. Johnson, Connie S. Knox, Christine Macdonnell, Lori McDowell, Thomas P. Miller, Melissa L. Morris, Vicki Redman, Leann Rees, Suzanne M. Robertson, Alice Schuler, Karen Sparks, Mary A. Spotts, Steven M. Straub, Heidi Stevens, Perry Tracy, Kathy J. Walker, Karen Weber, Karli Yoder of Bloomington, Illinois its true and lawful Attorney(s)-in-Fact, to make, execute, seal and deliver for, and on its behalf as surety, any and all bonds, undertakings or other writings obligatory in the nature of a bond as follows:

Any such obligation in any amount

This appointment is made under and by the authority of a resolution which was passed by the Executive Committee of the Board of Directors of State Farm Fire and Casualty Company on the 10 th day of September, 2013, as is duly authorized by the Board of Directors in Article II, Section 6 of the By-Laws of the Company, which resolution is:

Resolved, that the Officer of the Company who works regularly with surety bonds is hereby authorized to appoint and empower any representative of the Company or other person or persons as Attorney-in-Fact to execute on behalf of the Company any bonds, undertakings, policies, contracts of indemnity or other writings obligatory in the nature of a bond, which the Company might execute through its officers, and affix the seal of the Company thereto. Any said execution of such documents by an Attorney-in-Fact shall be as binding upon the Company as if they had been duly executed and acknowledged by the regularly elected or appointed officers of the Company. Any Attorney-in-Fact, so appointed, may be removed for good cause and the authority so granted may be revoked as specified in the Power of Attorney.

Resolved, that the signature of any Officer of the Company noted above and the seal of the Company may be affixed by facsimile on any power of attorney granted, and the signature of the any Officer of the Company noted above, and the seal of the Company may be affixed by facsimile to any certificate of any such power and any such power or certificate bearing such facsimile signature and seal shall be valid and binding on the Company. Any such power so executed and sealed and certificate so executed and sealed shall, with respect to any bond or undertaking to which it is attached, continue to be valid and binding on the Company.

IN WITNESS THEREOF, STATE FARM FIRE AND CASUALTY COMPANY has caused this instrument to be signed by its Assistant Secretary Treasurer, and its Corporate Seal to be affixed this 10 th. day of September, 2013.

This APPOINTMENT SHALL CEASE AND TERMINATE AUTOMATICALLY AS OF DECEMBER 31, 2017, UNLESS SOONER REVOKED AS PROVIDED.



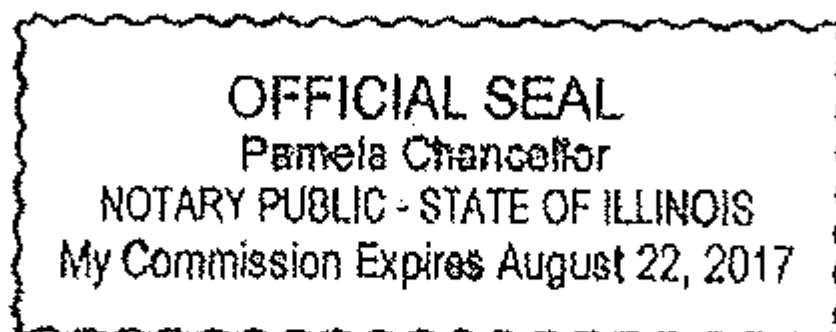
STATE FARM FIRE AND CASUALTY COMPANY

By:

John R. Horton - Assistant Secretary Treasurer

STATE OF ILLINOIS
COUNTY OF McLEAN

On this 10th day of September, 2013, before me personally came John R. Horton to me known, who being duly sworn, did depose and say that he is Assistant Secretary Treasurer of STATE FARM FIRE AND CASUALTY COMPANY, the corporation described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to said instrument is such Corporate Seal; and that he executed said instrument on behalf of the corporation by authority of his office under the By-Laws of said corporation.



Pamela Chancellor
Notary Public
My commission expires August 22, 2017

CERTIFICATE

I, the undersigned Assistant Secretary Treasurer of STATE FARM FIRE AND CASUALTY COMPANY, do hereby certify that the original Power of Attorney of which the foregoing is a true and correct copy, is in full force and effect and has not been revoked and the resolutions as set forth are now in force.

Signed and sealed at Bloomington, Illinois. Dated this 30TH day of OCTOBER, 2015.



Susan K. Johnson
Susan K. Johnson - Assistant Treasurer

ARTICLE VII TOWNSHIP TREASURER

Section 701. Township Treasurer.-The board of supervisors shall appoint a township treasurer to serve at the pleasure of the board of supervisors. (53 P.S. §65701)

Section 702. Treasurer's Bond.-The township treasurer, if an individual, shall give bond with a surety company in an amount established by the board of supervisors for the faithful performance of the duties of the office. The amount of the bond shall equal the highest amount of township funds estimated by the board of supervisors to be available to the township treasurer at any time during the current year. The bond shall be filed with the board of auditors of the township. (53 P.S. §65702)

Section 703. Treasurer's Compensation.-The board of supervisors shall determine the compensation of the township treasurer. When a supervisor is appointed as township treasurer, the board of auditors shall determine the compensation. A person may not receive hourly compensation for work as a superintendent, roadmaster or laborer for time spent in the performance of the duties of township treasurer. (53 P.S. §65703)

Section 704. Treasurer's Duties.-The township treasurer shall:

- (1) Receive all moneys due the township and deposit them promptly in a designated depository in the name of the township.
- (2) Keep distinct and accurate accounts of all sums received from taxes and other sources, which accounts shall be open to the inspection of the board of supervisors and any citizen of this Commonwealth.
- (3) Pay out all moneys of the township only on direction by the board of supervisors.
- (4) Annually state the accounts and make them available to the board of auditors for settlement.
- (5) Preserve the account books, papers, documents and other records of the office and turn them over to the successor in office. (53 P.S. §65704)

Section 705. Assistant Treasurer. The board of supervisors may appoint an assistant treasurer who shall assist the township treasurer or, in the absence or disability of the township treasurer, perform the duties of the township treasurer. The assistant treasurer may be appointed from the membership of the board of supervisors. The assistant treasurer shall be bonded for the same amount as the township treasurer when acting in the capacity of township treasurer. The board of supervisors shall determine the compensation of the assistant treasurer. When a supervisor is appointed assistant treasurer, the board of auditors shall determine the compensation. (53 P.S. §65705)

Section 706. Use of Special Funds; Penalty.-When any moneys are collected for any special purpose, no township treasurer or board of supervisors may apply those moneys to any purpose other than that for which they were collected. Every misapplication shall be a misdemeanor of the third degree, and, in addition to the fine or penalty which may be imposed upon conviction, the defendant shall be required to pay restitution in the amount of moneys improperly spent. (53 P.S. §65706)

Section 707. Penalty for Failure to Perform Duties.-A township treasurer or assistant treasurer who fails to perform any duties of the office other than those for which specific penalties are provided commits a summary offense and, in addition to the fine or penalty which may be imposed upon conviction, is required to pay to the township an amount equal to the amount of the financial loss that occurred, if any, for not performing the duties of the office. That person is disqualified from holding the office of township treasurer or assistant treasurer. (53 P.S. §65707)

Delaware Township
Summary of Bi-Monthly Cash Balances - All Funds Balances
2013-2014-2015

2013

2014

2015

BOS Mtgs 2013	Amount	BOS Mtgs 2014	Amount	BOS Mtgs 2015	Amount
8-Jan	\$ 2,458,200.00	8-Jan	\$ 2,769,820.00	Jan 13 2015	\$ 2,949,280.00
23-Jan	\$ 2,399,033.00	22-Jan	\$ 2,625,725.00	28-Jan	\$ 2,911,977.00
13-Feb	\$ 2,367,769.00	12-Feb	\$ 2,675,232.00	11-Feb	\$ 2,886,639.00
27-Feb	\$ 2,366,076.00	26-Feb	\$ 2,649,302.00	25-Feb	\$ 2,821,130.00
13-Mar	\$ 2,339,029.00	12-Mar	\$ 2,767,254.00	11-Mar	\$ 2,959,753.00
27-Mar	\$ 2,314,729.00	26-Mar	\$ 2,712,634.00	25-Mar	\$ 2,901,563.00
10-Apr	\$ 2,488,513.00	9-Apr	\$ 2,734,673.00	8-Apr	\$ 2,930,579.00
		23-Apr	\$ 2,733,260.00	22-Apr	\$ 3,001,524.00
8-May	\$ 3,152,950.00	14-May	\$ 3,229,899.00	13-May	\$ 3,031,128.00
22-May	\$ 3,097,648.00	28-May	\$ 3,175,283.00	27-May	\$ 3,489,518.00
12-Jun	\$ 3,275,170.00	11-Jun	\$ 3,330,132.00	10-Jun	\$ 3,657,980.00
26-Jun	\$ 3,228,387.00	25-Jun	\$ 3,500,092.00	24-Jun	\$ 3,516,875.00
10-Jul	\$ 3,218,105.00	9-Jul	\$ 3,381,019.00	8-Jul-15	\$ 3,703,853.00
24-Jul	\$ 3,200,822.00	23-Jul	\$ 3,334,400.00	22-Jul	\$ 3,426,289.00
14-Aug	\$ 3,218,470.00	13-Aug	\$ 3,291,620.00	12-Aug	\$ 3,368,783.00
28-Aug	\$ 3,043,988.00	27-Aug	\$ 3,237,074.00	26-Aug	\$ 3,359,004.00
11-Sep	\$ 2,967,565.00	10-Sep	\$ 3,249,382.00	9-Sep	\$ 3,266,367.00
25-Sep	\$ 2,828,960.00	24-Sep	\$ 2,901,117.00	23-Sep	\$ 3,302,198.00
9-Oct	\$ 3,000,693.00	8-Oct	\$ 3,178,998.00	14-Oct	\$ 3,315,310.00
23-Oct	\$ 2,977,245.00	22-Oct	\$ 3,108,540.00	28-Oct	\$ 3,191,935.00
13-Nov	\$ 2,955,115.00	12-Nov	\$ 3,078,857.00	18-Nov	\$ 3,058,157.00
11-Dec	\$ 2,883,487.00	26-Nov	\$ 2,969,491.00	9-Dec	\$ 3,011,746.00
31-Dec	\$ 2,813,634.00	10-Dec	\$ 3,072,742.00	31-Dec	\$ 2,961,707.00

IV. Executive Role: Personnel, Boards, and Commissions

One of the primary responsibilities of the board of supervisors is the oversight of the day-to-day operations of the township. In this capacity, the board acts as an executive concerned with managing township employees, preparing an annual budget, appointing boards and commissions, and contracting for purchases.

Local government is becoming more complex every day. Residents are demanding additional services and federal and state governments have placed more responsibility at the local level. Today it is difficult for a board of supervisors to handle the day-to-day administrative tasks without help from appointed officials and employees. As such, most townships delegate the administrative role to employees. While some townships have appointed a manager to oversee both administrative and management functions, many townships continue to use the secretary and/or treasurer to perform administrative tasks.

Administration and Management

Township supervisors should develop a good working relationship with their administrative and management employees. Boards of supervisors should hire highly qualified individuals for these critical positions and let them perform their jobs, while requiring accountability to the board.

Secretary and treasurer. Every township has an appointed secretary and treasurer, whose basic duties are spelled out in the Second Class Township Code.³ These two offices may be combined if the board chooses. The secretary and treasurer may be a township employee, a township supervisor, or, in the case of treasurer, a financial institution. The secretary and treasurer are delegated the responsibility for taking care of the day-to-day business of the township. The secretary and treasurer work directly for the board of supervisors and are responsible for carrying out the decisions of the board. The board is responsible for ensuring that the secretary and treasurer perform their duties efficiently and effectively.

Township manager. As townships grow, the need for services and employees increases. This increases the demands on the board of supervisors and their management responsibilities. More than 260 townships have created the office of township manager by ordinance. This appointed employee works directly for the board of supervisors and is responsible for oversight of the day-to-day business of the township, coordination with various committees and boards, and management of township employees. Many township managers also serve as the appointed secretary and/or treasurer.

Police chief. In those townships that provide for local police services, a police chief is appointed to oversee the township's police department, as well as to carry out administrative and management responsibilities. Generally, the police chief reports to the board of supervisors.

Roadmaster/public works director. Particularly in townships without a township manager, it is important to have an employee charged with oversight of township roads and other public infrastructure due to the townships' responsibility and liability for roads and other infrastructure. This person may be responsible for the management of road or other public works employees or, in the smallest townships, may perform these road maintenance responsibilities themselves or with one or two employees. While this position may report directly to the board of supervisors, it is common for this position to report to the township manager.

Township supervisors as employees. Because township supervisors may be hired as township employees, in some townships the township supervisors are appointed to administrative and/or management roles, such as secretary-treasurer or roadmaster. It is important to have a descriptive job title and job description for these employee positions and to remember that supervisor-employees answer to the entire board of supervisors.



Public Official Bonds

Nationwide Surety Bonds for Public Officials

APPLY ONLINE

UNDERSTANDING PUBLIC
OFFICIAL BONDS

STATE BOND REGULATIONS

SURETY BOND BASICS

PUBLIC OFFICIAL
RESOURCES

CONTACT
SURETYBONDCENTER

ABOUT US

Other Bonds Offered by
SuretyBondCenter

Open a Corporate Account

Understanding Public Official Bonds

How do I know if I need a public official bond?

Many states require public officials to maintain a surety bond. Usually, each state will provide the licensee with specific requirements when they initially grant the license. Many states have these requirements listed on their own websites. Please see the ["State Bond Regulations"](#) page on this website to help you find the current requirements. If you can't find the answers you're looking for, contact one of our customer service representatives to help you complete your application.

What is the purpose of a public official bond?

A public official bond guarantees the honesty and faithful performance of a public official's duties as prescribed by law or regulation, including the honest account of all monies entrusted to the official according to the law. Public Official bonds are generally for the protection of the taxpayers and the penalty or amount of the bond should be adequate to protect these interests.

These bonds assure the recovery of fines, fees, and or expenses, levied by state regulators for non-compliance with state regulations and ordinances. These bonds also assure recovery of losses incurred, that result from a public official's non-compliance with these regulations.

Which are the most common professions that require public official bonds?

The most common professions are as follows:

- Agents for Sale of Hunting, Fishing & Trapping Licenses, Auto Tags, etc.
- Commissioners of Deeds
- Constable
- Court Clerks
- Dog Catchers
- Deputies
- Federal, State and City Officials
- Individual Public Officials
- Judges
- Mayors
- Notaries Public
- Officers of the Law
- Public Official Name Schedule
- Public Official Position Schedule
- Secretary of State, City, etc.
- Sheriffs
- Tax Collectors
- Tax Collectors & Treasurers (Dual Position)
- Township Managers/Directors
- Treasurers

PublicOfficialBonds provides to all of the above listed professions, as well as numerous others. Inquire today or simply complete an online application and one of our experienced surety specialists will walk you through the process.

How is a public official bond different than an insurance policy?

Unlike an insurance policy, the bond does not step in and pay losses for you. The bond guarantees that you will be able to pay any losses up to the face amount of the bond. The bond will only pay in your stead in the event that you are financially unable to meet your obligations.

My state allows me to post a letter of credit instead of a bond. What are the advantages of having a surety bond?

Obtaining a surety bond is generally the preferable method for meeting the state's requirement for a financial guarantee of your performance. The surety company requires that those they bond have the financial resources to meet any the obligations that the bond guarantees, but it allows the licensee to have the unencumbered use of those resources as they engage in their business.

How do I apply for a public official bond?

PublicOfficialBondCenter is the easiest and most affordable method to securing your bond. Let us show you how our streamlined process will reduce the cost and help you avoid the confusion. Click here to start the process: [Apply Now](#)

Applying online is quick, easy and confidential.



PublicOfficialBondCenter is committed to protecting your privacy and ensuring the safety of your personal information. Our Web sites use multiple security technologies to keep your information safeguarded. [Complete Privacy and Security Policy.](#)

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75 Cents

Township Review Finances in Aftermath Of Scandal

By Ken Baumel

LACKAWAXEN — Following State Police filing seven felony charges for alleged misuse of township by former Lackawaxen Secretary/Treasurer Shawn Roe, Pike municipal and fire department officials weighed in on what they are doing to assure adequate checks and balances are in place in their respective organizations.

Lackawaxen Supervisor Chairman Bob Cocchi said that supervisors are putting in place initiatives to prevent potential financial compromises.

Blank checks
Blank checks are stored in a safe. Each month, Cocchi, who handles treasurer duties, says that he matches checks issued to employees and vendors to bank statements. Cocchi also cross-referenced township payments to vendors.

Before Cocchi cuts a check to a vendor, he verifies that vendor invoices are in house and that the township check matches the vendor invoice amount.

Additionally, since the township Certified Public Account (CPA) and state police flagged apparent inappropriate use of QuickBooks, the township's bookkeeping software, the CPA and Cocchi are making sure that each entry corresponds to the right QuickBooks category.

Cocchi noted that if someone changes the name on an entry in QuickBooks, the totals in QuickBooks could balance out even if an inappropriate entry occurs. The other financial controls now would flag potentially inappropriate entries. Also, now, supervisors eliminated the use of debit cards and PayPal accounts by employees tied into township accounts.

According to Lackawaxen Township officials and police, when the CPA and police reviewed QuickBooks and township finances since 2003, they allegedly found multiple changes in QuickBooks entries. Using those findings and reviewing the flow of cash into and out of accounts, via debit card and PayPal transactions, the investigators were apparently able to reconcile how money was apparently misappropriated. The knowledge subsequently showed Lackawaxen officials how to prevent such misuse, noted Cocchi.

Among the new procedures, the Lackawaxen secretary is not authorized to write any checks. Any checks require two signatories, any two of three supervisors.

Also, before checks are cut, Cocchi reviews all vendor purchase orders, statements, invoices,

(Continued on page 3)

... Casino

(continued from page 1)

Cuomo said.

He said the new casino was an element of a larger tourism destination: "It's so big it can generate an entire region on the theme and essence of the original Catskills."

Cuomo reminisced about his teen years, campaigning in Sullivan County with his father Mario, a former New York governor who also ran for mayor of New York City against Ed Koch.

At that time, during the 1970's, a lot of New Yorkers, and a lot of votes, were still in Sullivan County during the summer, Cuomo said. He wants to bring those bustling times of summer resorts back to the Catskills.

Like Pike County, Sullivan sees the New York market as key to its success. Reinforcing upstate New York's chances of success in gaming, Cuomo said, is that the deal includes no casinos in New York City.

One resident from Bethel, in the rural west of Sullivan County, who voted for casinos, was nevertheless a bit chary about the size of the Montreign project. She felt that a 19-story building did not belong on the Catskill plateau, sticking up for miles around as a beacon for tourists.

More to her liking, she said, was a town like Milford, where growth and the tourism dollar had always been handled with preservation and esthetics in mind.

... Scandal

(continued from page 1)

and other relevant documents to make sure everything is in place and matches up. The township will continue to use a CPA and is requiring an annual outside audit by the CPA.

Cocchi said that the state police complaint against Shawn Roe will be addressed at a Preliminary Hearing at 1:45 p.m. on Jan. 28 at District Justice Alan Cooper's Court on Little Walker Road in Shohola.

Lehman Township Supervisor Rob Rohner, who has served as Lehman Secretary-Treasurer, said that such situations are most unfortunate because whenever municipal or fire department officials are arrested and charged by state police with theft or misuse of taxpayer money "It can give officials who handle money a bad name and we can all become suspect."

Lehman Township Supervisor

John Sivick said that for as long as Rohner has been treasurer (since 1995), the township has been able to account for every dollar spent each year in the budget.

Rohner said that he, Sivick, Supervisor Dick Vollmer, and past supervisors developed a system of checks and balances to make sure that finances are handled cleanly.

Part of the system of checks and balances in place was the hiring of a CPA, who submits periodic financial reports and does annual audits. The township auditors also do an internal audit.

Delaware Township Supervisor Tom Ryan said in an interview that after he was elected supervisor, the first thing he did was commit the other supervisors and township financial consultants to do a thorough review of township finances.

The outcome of reviews was to set in place a rigorous set of financial controls monitoring cash flow, investments, and bank accounts, repositories, and employee benefits, such as pensions.

In Matamoras Borough, which has a dedicated fire millage, Eastern Pike Regional Police in 2011 filed a complaint against the former Matamoras Fire Dept. chief and his wife. The outcome of the subsequent case determined that the couple conspired to embezzle funds.

Department spokesperson Scot Gillette said on Monday that the theft forced the fire department to put in comprehensive financial checks and balances.

Such financial controls have put the department finances back into order. The department uses a CPA to do annual audits and the department board handles internal audits. Gillette said that with the controls, the department no longer is suffering from shortfalls.

Gillette noted that fund-raising fell dramatically after the news of the arrest and conviction as the department credibility was lost.

Gillette said, "Since the controls have been put in place, fund-raising is back up. The credibility is back. It is easy to track money now that we have checks and balances in place. We had our CPA do an audit. We had the Pennsylvania Attorney General do an audit. The Internal Revenue Service did an audit. All commended our department."

In other financial matters, Lehman supervisors adopted the Lehman 2015 Budget, one with no tax increase.

Supervisors adopted the budget at the last regular meeting of the year, held at the township building on Municipal Drive. Their first regular meeting in 2015 immediately follows the state-mandated Annual Reorganization meeting, which supervisors scheduled at 1 p.m. on Jan. 5 at the Lehman township building.

... Tourism

(continued from page 1)

missioners will be proceeding to Milford Borough to ask for variances for lot lines and zoning.

A retroactive motion was passed authorizing an agreement for Steven R. Guccini, Esq. to act as Assistant Public Defender, as of Dec. 15, 2014.

The County Commissioners are scheduled to approve the 2015 budget on Dec. 23. The next regular County Commissioners meeting will be held at 9 a.m. on Jan. 7 at the Pike County Administration Building located at 506 Broad St. in Milford.

... Counselor

(continued from page 1)

The next breakthrough occurred when Martin brought some puppets into the room.

He asked Thomas to pick a puppet. Thomas picked a frog puppet, while Martin picked a rabbit puppet.

Eventually, when Martin spoke through the rabbit, Thomas started talking through the frog. As Thomas got verbal, Martin showed Thomas a joke book. He and Martin would do little skits using lines from the joke book.

Martin typically would do the straight line and Thomas the punch line. For example, Martin would say, "Why did the chicken cross

the road?" Thomas would respond "To get to the other side." They went through all the lines book using the puppets.

Dan said, "Mr. Martin comedy skit and Thomas' sidekick." Martin then a Thomas was willing to do routine in class. Thomas' First Grade Teacher Charlerber hosted the skit and work Martin and Thomas.

The first skit went well. then set up a behavior modification routine involving the who by offering both Thomas' class incentives.

Martin set up a chart classroom that looked like a board. Thomas got a star board every time he spoke in class.

Martin, who served as a paupack High School Girls Basketball coach, was on the State mailing list to be a recipient of a packet of Penn State cards (similar to old time League Baseball baseball card included when so bought bubble gum). Penn sent area coaches packets of cards free.

When Thomas got five stars got one Penn State athlete. Every time Thomas got 20 the class got an extra 20-recess.

By the end of the first Martin said, "Thomas no had any issues with public speaking. In fact, he had gotten a 'gabby.' He has since grown fine young man."

Daniel said, "When I was getting ready to move the Middle School, Martin him one day he was going to a book and Thomas was going to be his inspiration."

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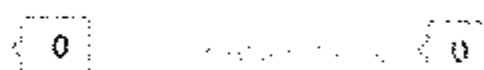


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\$222,242.13 missing over 10 year span



By Peter Becker
Managing Editor

Posted Dec. 11, 2014 at 4:51 PM

LACKAWAXEN TWP. - The former secretary/treasurer of Lackawaxen Township, Shawn Marie Roe, was charged Wednesday with embezzling over \$200,000 in township funds. The alleged thefts took place over a 10 year span, January 2003 to September 2013.

She was dismissed from her employment effective September 20, 2013. Roe began her duties as secretary/treasurer in July 2000.

Lackawaxen Township released this information to The News Eagle on Thursday morning. Township Solicitor Anthony Waldron issued the following statement:

"She [Shawn Roe] was fired by Lackawaxen Township in September 2013 when the township discovered that she had been submitting invoices for unauthorized payments to herself."

"Initially, the township thought this was an isolated incident involving about \$500.00 but asked its auditors to do a full audit of all township financial records. The initial audit disclosed significant fraud by Roe that required a more detailed and lengthy audit process, which did not conclude until late summer 2014."

"During this time, the township was also working with the PA State Police to develop the charges that were just filed Wednesday, December 10, 2014."

"The audit disclosed a pattern of fraud and theft over a 10-year period that escalated over the last few years."

"The township supervisors were shocked to find that the person they trusted to handle the township business could go to such lengths to perpetrate and conceal these extensive crimes. We expect her to be prosecuted to the fullest extent and are taking active steps to recover the money that was stolen and misappropriated."

"The township supervisors, together with the state police, will be discussing this in a brief press conference at the beginning of their meeting [Monday,] December 15, 2014 at 6:30 p.m. at the township building."

The total amount allegedly stolen from the Township exceeds \$222,242.13, police reported.

... Turned herself in

Roe, who is 55 and a Lackawaxen resident, turned herself in Wednesday afternoon and was arraigned before District Judge Alan Cooper in Shohola. Roe was charged by PA State Police with Theft by Unlawful Taking, Theft by Deception, Theft by Failure to Make Disposition of Funds Received, Access Device Fraud, Criminal Use and Unlawful Use of Computer & Other Computer



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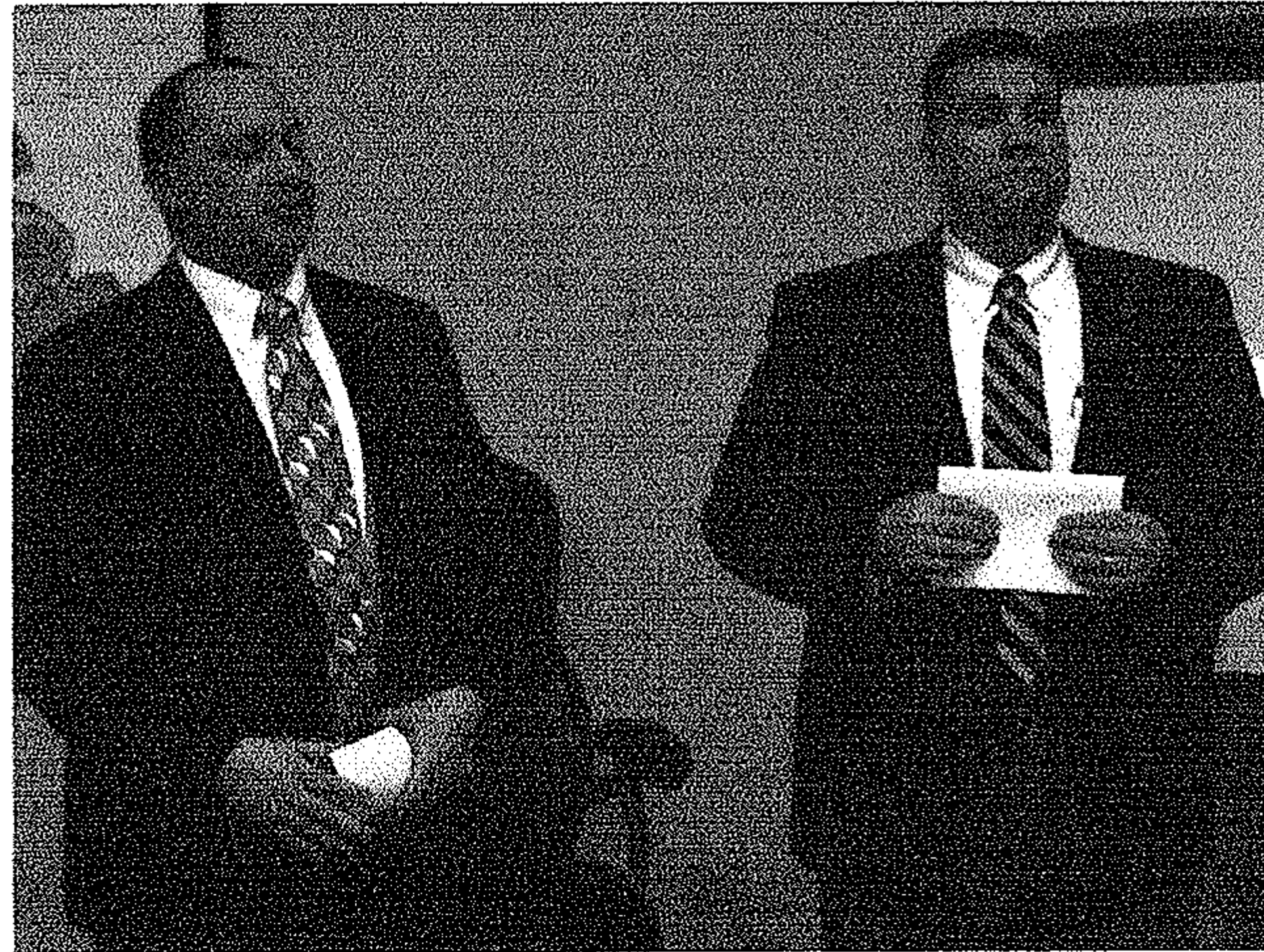
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'Harsh lesson to learn' - Solicitor Anthony Waldron



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At the December 15 Lackawaxen Township's meeting Pennsylvania State Police Lt. Chris Paris and Trooper Mark Pizzuti spoke about and answered questions, regarding former Township Secretary Shawn Marie Roe's arrest and alleged embezzlement of \$222,242.13 in township funds. News Eagle photo by Katie Collins



By Katie Collins
News Eagle Reporter
Follow Katie @Neaglereporter

Posted Dec. 18, 2014 at 4:34 PM

LACKAWAXEN TWP. - Plenty of questions were asked and some answers given at the December 15 Lackawaxen Township supervisors' meeting, regarding former Township Secretary Shawn Marie Roe's arrest that stems from her alleged embezzlement of \$222,242.13 in township funds.

Lt. Chris Paris and Trooper Mark Pizzuti from the Pennsylvania State Police, Blooming Grove, summarized the evolution of the case, but were limited to what they could share because the case is, "a matter before the courts," said Paris.

Once the state police were notified, steps to begin the "very complex investigation" began Paris said. Looking at the many factors surrounding the case, from having an in-depth audit to other aspects that make Lackawaxen Township run, before brining any charges everything had to be "explored."



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Not giving any more information than what has already been released to the public, Pizzuti said Supervisor Chairman Bob Cocchi contacted the police in February after noticing "discrepancies among the funds." The observation occurred because the township wanted to apply for a grant and put financial records together. An auditor was hired a few years back, who "noticed fund discrepancies." And so, Pizzuti said the supervisors decided to go back a period of 10 years, which led to the realization that there were "discrepancies" regarding funding. From February to August of 2014, he said the supervisors met with him and the report was finalized in August leading to the determination of six felony charges.

Since about 2010 Solicitor Tony Waldron said Brian Kelly and Associates have been "dealing with this situation." He explained that the associates encountered difficulties when trying to finish audits from a few prior years because of a delay in obtaining information from Roe. This challenge led to another detailed audit that the township is now seeking restitution on, in addition to the "money that was misappropriated." The reviews started in October 2013 and finished in August of this year.

Waldron said that because the accused was able to "very cleverly" make "the books look okay," an early audit done by a certified public accountant who didn't see anything amiss. That was from 2000 to about 2010, which Waldron said he believe there was, "very clever manipulation of our records." He did not specify, but he said "some things" were created that the township was not aware of, because checks were written. Because of seven categories of ways Roe allegedly committed the crime, there were seven different charges. Some issues included the use of computers, checks for items not authorized and the creation of a PayPal account.

Waldron said a bonding company is responsible for "an amount in excess of this, the amount of this theft" which includes time charged to the township. Hoping to recover all of the monies, Waldron said there is the possibility of perusing retirement benefits, but they may be limited because "the state kind of paid for a good deal of that." Besides the \$222,242.13, Waldron said restitution will be sought for the additional costs for CPAs and his extended time.

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February 20, 2016

To the Delaware Township Board of Supervisors:

The Delaware Township Board of Auditors has received copies of the 2016 Delaware Townships bonds for the Township Treasurer and Assistant Treasurer.

We are now informing the township that the Treasurer and Assistant Treasurer Bonds are not in compliance with Second Class Township Code.

1. According to Article VII, Section 702, the amount of the bond needs to be increased, as it does not accurately reflect the likely "highest amount of township funds" that will be available to the township treasurer during the current year.
2. The Assistant Treasurer's bond needs to be increased to the same amount as the Treasurer's bond, as per:

Article VII, Section 704. Treasurer Duties. The township treasurer shall:

- (1) Receive all moneys due the township and deposit them promptly in a designated depository in the name of the township.
- (2) Keep distinct and accurate accounts of all sums received from taxes and other sources, which accounts shall be open to the inspection of the board of supervisors and any citizen of this Commonwealth.
- (3) Pay out all moneys of the township only on direction by the board of supervisors.
- (4) Annually state the accounts and make them available to the board of auditors for settlement.
- (5) Preserve the account books, papers, documents and other records of the office and turn them over to the successor in office.

and

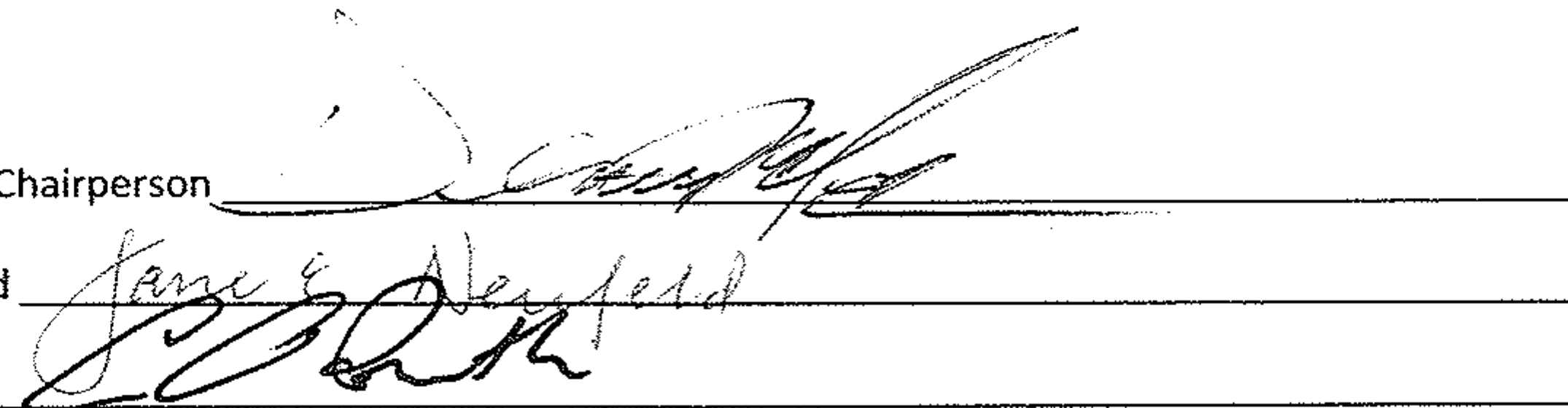
Article VII, Section 705. Assistant Treasurer. The board of supervisors may appoint an assistant treasurer who shall assist the township treasurer or, in the absence or disability of the township treasurer, perform the duties of the township treasurer. The assistant treasurer may be appointed from the membership of the board of supervisors. ***The assistant treasurer shall be bonded for the same amount as the township treasurer when acting in the capacity of township treasurer.*** The board of supervisors shall determine the compensation of the assistant treasurer. When a supervisor is appointed assistant treasurer, the board of auditors shall determine the compensation.

Signed:

Dennis Lee, Chairperson

Jane Neufeld

Cody Smith



LEGAL NOTICES CONTINUED

ATTORNEY'S NAME:
Robert W. Williams, Es-
quire

SHERIFF'S NAME:
Phil Bueki

The sale is made by vir-
tue of a Writ of Execution
issued by the Prothon-
otary of the Common-
wealth of Pennsylvania
to Hester Inniss defen-
dants, owner, or reputed
owners of the afore-

said real property for execution upon a
judgment on the amount
of \$232,115.46, plus
costs & interest. The
sale made subject to
all past due and current
real estate taxes unless
otherwise announced at
sale.

Notice to all parties and
claimants is hereby
given that a schedule of
distribution will be filed
by the sheriff on a date
specified by the sheriff
not later than thirty (30)

LEGAL NOTICES CONTINUED

days after the sale and
that distribution will be
made in accordance
with that schedule,
seized and taken in ex-
ecution as the property
of Vania Casagrande
and Inneu Casagrande
defendants, owners,
reputed owners to col-
lect \$232,115.46 plus
costs and interest as
aforesaid.

Phil Bueki, Sheriff

ADMINISTRATOR'S NOTICE

Estate of Keith Patrick
Hughes, deceased, late
of Township of Westfall,
Pike County, Pennsyl-
vania.

Letters of Administra-
tion on the above es-
tate have been granted
to the undersigned. All
persons indebted to the
said estate are request-
ed to make payment,
and those having claims
should present the same
without delay to:

Michael P. Hughes, Sr.
and Patricia A. Hughes
1000 Heidi Court
Apt. 1305

PUBLIC NOTICES CONTINUED

New Windsor, NY
12553
or to
Levy, Stieh & Gaughan,
P.C.
Attorneys for the Estate
P.O. Box D
Milford, PA 18337
Michael P. Hughes, Sr.
& Patricia A. Hughes,
Administrators
By: Kelly A. Gaughan,
Esquire, Attorney for
the Administrators
24/26B(35)

ed at 102 Laban Lane
Matamoras, PA.
25B(12)

PUBLIC NOTICE NOTICE

The Delaware Township
Board of Auditors meet-
ings in 2016 will be held,
as needed, on the 3rd
(third) Saturday of each
month at 10:30 a.m., be-
ginning in the month of
February, 2016. These
meetings will be held
at the Delaware Town-
ship Emergency Man-
agement Building, lo-
cated at 116 Wilson Hill
Road, Dingmans Ferry,
PA 18328.

25B(17)

PUBLIC NOTICES CONTINUED

PUBLIC NOTICE FICTITIOUS NAME REGISTRATION

Notice is hereby given
that an application for
registration of Fictitious
Name of business was
filed in the Common-
wealth of Pennsylvania
for Bluestone Market,
149 Bluestone Blvd.,
Mill Rift, PA 18340. The
names and addresses
of names interested in
the business are Grego

The Northeastern
Pennsylvania Alliance
(NEPA), designated by
the Commonwealth of
Pennsylvania as the
Metropolitan Planning
Organization (MPO) for
Carbon, Monroe, Pike,
and Schuylkill Coun-
ties, is the organization
that will consider and
approve the plans and
programs and the Fed-
eral and State funding
for highway and trans-
it systems in the four-
county MPO area. The
NEPA MPO is develop-
ing its 2040 Long Range
Transportation Plan
(LRTF).

PUBLIC NOTICES CONTINUED

The draft LRTF is the
major transportation
projects, programs,
policies needed for the
next twenty-five years
and establishes a vision
and goals to guide public
effecting transportation
facilities, infrastructure
and services in the re-
gion. The draft LRTF
also includes a quality of
life analysis report.

All real property
subject to the LRTF
which may be affected
because of the LRTF
will be advertised in
the local newspapers
in violation of the
advertising opportunity

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